

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Harpfield Primary Academy
Salary	Grade 4 Points 4 – 6 £24,404- £25,183 (£13,245.33 - £13,668.13)	Hours	23.35 hours per week 8:30 – 13:10 Monday to Friday Term time + 1 (39 weeks)
Department	Support Staff	Reports To	Headteacher

JOB PURPOSE:

Develop an understanding of pupils' learning needs, including specific SEND needs, to support their access to lesson content and achieve learning objectives.

Under an agreed system of supervision, to assist in the supervision of classes, including developing and implementing work programmes and materials, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

KEY RESPONSIBILITIES AND DUTIES:

Key Responsibilities

- Provide one-to-one and small group support for pupils with SEND, both in and out of the classroom.
- Assist in the implementation of Pupil Passports and Education, Health and Care Plans (EHCPs).
- Adapt learning materials and activities to meet the specific needs of pupils.
- Promote inclusion and encourage independence and confidence in pupils.
- Monitor and record pupil progress and provide feedback to teachers and the SENCO.
- Foster positive relationships with pupils, parents/carers, and staff.
- Contribute to the planning and delivery of differentiated learning activities.
- Support the emotional and social development of pupils, using strategies such as emotional regulation and positive behaviour support.
- Attend relevant training and professional development opportunities.

Support for Pupils

- Support learning and development of physical, intellectual, emotional and social skills of children at the very beginning of their educational career by engaging with and working with pupils through a range of classroom-based activities/tasks.
- Under the direction of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems.
- To observe pupils' performance and engagement, using the systems in place in the class to provide the teacher with feedback on pupil progress and learning.
- Contribute to the intellectual and social development of pupils and work with individual children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed
- Where appropriate, provide and support pupils with appropriate resources and verbal intervention during the lesson.
- Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.
- Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.

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- Provide feedback to teachers, parents and the SEND team on individual children and their progress.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher and following the school policies.
- Be articulate and demonstrate the correct use of standard English.
- To listen to pupils and respond to their needs.
- Help reinforce and promote independent learning and social skills by supporting pupils in groups.
- Keep pupils on task and to build motivation by modelling good practice.
- Assist and take responsibility for the teaching of groups of children.
- To contribute to raising standards by ensuring expectations are promoted for pupils.
- Support a high-quality pastoral structure so all pupils fulfil their potential.

Support for the Teacher

- Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed.
- Prepare materials and resources.
- Develop and maintain supportive relationships with parents, carers and others of the pupil's community.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. Provide feedback to teachers on pupils' achievement, progress, problems, etc.
- Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, education welfare officers, to meet the personal and educational needs of individual pupils.
- Contribute to the order and cleanliness of the classroom environment. This may involve tidying the class, cleaning up spills, etc.
- Assist with the planning of learning activities and creating/developing resources.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Provide general clerical / administrative support.

Support for the Curriculum

- Prepare, maintain and use equipment/resources required to meet the lesson plans and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking phonics or Maths/English interventions, recording achievement and progress and feeding back to teachers.
- Prepare, maintain and deploy appropriate learning aids, materials and equipment.

Support for the School

- As required, contribute to specific aspects of teaching, learning and personal development, for example swimming, school visits, etc.
- Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, teaching and learning, confidentiality and data protection, reporting all concerns to an appropriate person.

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- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Other Responsibilities

- Work with the Headteacher to identify personal and professional training needs and participate in any courses arranged to address those needs.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Share good practice and provide teachers and other support staff with information from courses etc
- Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues
- Administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the school's procedures (as trained) and to attend to children who are sick as necessary.
- Be aware of and maintain full understanding of procedures to follow in the event of an emergency
- Keep up-to-date with and follow, Safeguarding / Child Protection procedures.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good numeracy/literacy skills (Level 2 or equivalent) • NVQ Level 2 for Teaching Assistants (or demonstrate equivalent knowledge, skills and experience) 	<ul style="list-style-type: none"> • Experience in teaching Read Write Inc. • First aid training • NVQ Level 3 for Teaching Assistants (or demonstrate equivalent knowledge, skills and experience) • SEND training
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a supportive role across EYFS, Key Stage 1 or Key Stage 2. • Experience working with children, particularly those with SEND 	<ul style="list-style-type: none"> • Experience with specific interventions or communication tools
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of the current EYFS, Key Stage 1 and Key Stage 2 Curriculums. • Understanding of a range of special educational needs (e.g., autism, ADHD, speech and language difficulties, SEMH). • Effective use of ICT and resources to support learning. • Knowledge of relevant policies/codes of practice and awareness of legislation. 	<ul style="list-style-type: none"> • Demonstrate an absolute commitment to CPD in the last 12 months. • Knowledge of safeguarding and child protection procedures.

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	<ul style="list-style-type: none"> • Proven capabilities in supporting the learning of SEND pupils. • Ability to monitor pupils' responses to learning and provide detailed and regular feedback to on pupils' achievement/progress. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Confident and efficient in managing Children and behaviour. • Ability to build positive relationships with children and adults. • Patience, empathy, and a flexible approach to supporting learning. • Focused on ensuring all children make progress. • Ability to relate to children and adults in an empathetic manner. • Demonstrable experience of building effective relationships. • Resilience, motivation and commitment to driving up standards of work and achieving excellence. • Ability to respond swiftly and effectively to the unexpected • Good communication skills, both orally and in writing e.g. letters and reports. 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.